

Uploading Documents for Plan Review on AMG

FOR MORE INFORMATION CONTACT:
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<https://www.accessmygov.com/?uid=384>

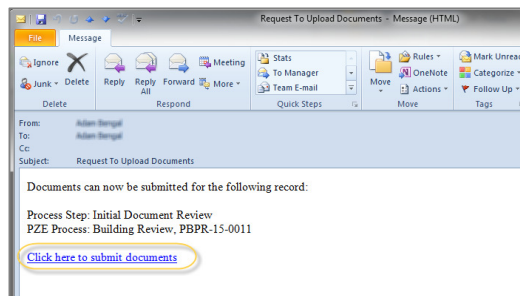
STEP 1: Begin the Process with the Municipality

Submit your initial information to the municipality. They will add the necessary records and begin the process in their database.

STEP 2: Await Document Request Email

You will receive an email from the municipality requesting the specific documents they require for review. Use the supplied link to open the submittal page on AccessMyGov.com (AMG).

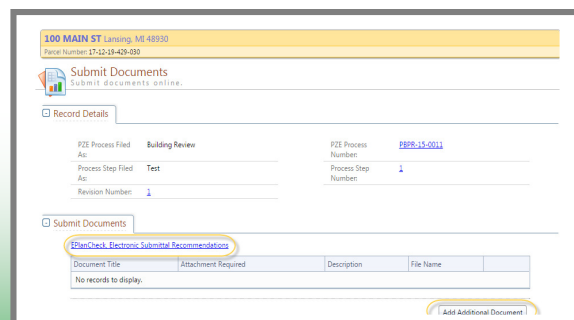
(NOTE: You must be signed into AMG with the account linked to the firm used on the process in the municipality's database to upload)



STEP 3: Submit Requested Documents

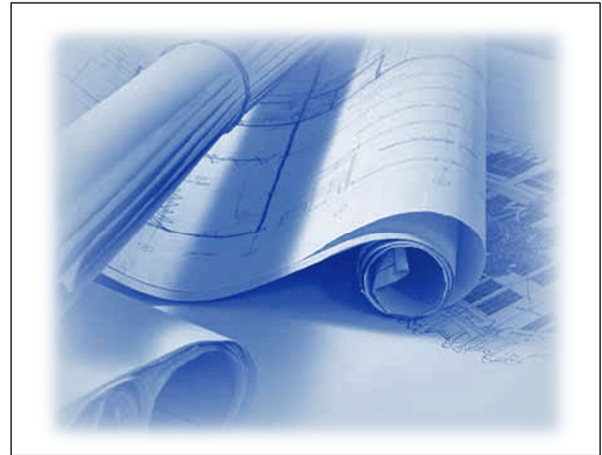
Use the Submit Documents AMG webpage to attach the request document(s).

See the “*EPlanCheck Electronic Submittal Recommendations*” document for best practices on naming and attaching your documents.



STEP 4: Await Review

The documents will be uploaded and the municipality will begin their review process.



STEP 5: Submit Additional or Revised Documents (IF APPLICABLE)

The municipality may determine that additional documents are required or may have comments/concerns regarding the originally submitted documents.

In these cases, you will receive an email explaining the situation. Use the link provided in the email to re-submit the necessary documentation (see Step 3).

STEP 6: Revision Completed

When all of the necessary documents have been submitted and the revisions are completed, your municipality will be in touch to update you on the status of the PZE process.

From here, work with your municipality to determine the next steps on proceeding with the given project.

USING THE AMG SEARCH

During the Review process, you can use AMG at any time to view the information, status and results related to the given processes and their reviews.

Use the AMG search function to find and view these details. This can be done by searching for the address, parcel number or owner of the property the process is on, by searching for the process record number(s) directly, or using the various links on AMG to jump to the given pages directly.

Search: Building Department By: Record Number Enter a permit, enforcement, certificate, project, or pze process number Search

Home Search Results Process

Process Details: PBPR-15-0011

Property Owner: Not Available

Summary Information
 5 Process Steps Found 0 Inspection(s) Found

Jump To: Process Information | Process Step Information | Review Comments/Concerns | Inspection Information | Violations | Fees & Payments | Contractor Information | License Information | Engineering Firm License Information | Engineering Firm Contractor Information | Overview Information | Fee Prevention Details | Permit Details | Permit Details | Utility Details | Temporary Structure Details | Parking Details | Setback Details | Zoning/Re zoning and Usage | Sign Details | Waterfront Details | Fence/Land Details | Construction Details | Miscellaneous Fields | Dimensional Information

Process Information [Back To Top](#)

| | | | |
|-----------------|-----------------|-----------------------|---------------|
| Filed As: | Building Review | Application Date: | 05/14/2015 |
| Process Name: | Building Review | Date Process Started: | 05/14/2015 |
| Process Number: | PBPR-15-0011 | Date Completed: | Not Available |
| Status: | waitin approval | Last Status Change: | 05/14/2015 |
| Scope Of Work: | Not Available | | |

Amount Due
 Process - Building Review Total \$0.00

Visit the “Contractor Learning Center” for more AMG information and detailed walkthroughs

<http://bsasoftware.com/Learning-Center/Community-Development/Contractor-Learning-Center>

Developed by

